

3 August 1955

MEMORANDUM FOR THE RECORD:

SUBJECT: Recommendation on Proposed R [] Accounting
for Funds, Special Projects

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1. Paragraph 4 requires certifications from Operations Officers and Division Approving Officers. Since in many cases it will be necessary to type these certifications on a sheet of paper for attachment to the documents, we recommend that the regulation stipulate that the attached certification form be used. This form has the added advantage of making possible the placement of certifications from both officers on the same document. Furthermore, any exceptions taken by the Division Approving Officer can be stated on the form rather than in a separate memorandum as the proposed regulation prescribes.

The attached suggested



Records Management Officer
Records Management Staff

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Attachment

Concur. [] and I
worked together on this - we have
not assigned a form no. etc. pending
coordination with []
who is now on leave. Should he
agree in the use of the form I would
like to get the reg. back for review
after it has been rewritten to provide
for use of the form.

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